

3 FAM 3850 BICYCLE TRANSPORTATION REIMBURSEMENT PROGRAM

*(CT:PER-638; 05-26-2011)
(Offices of Origin: HR/ER/WLD and RM/EX)*

3 FAM 3851 AUTHORITY

*(CT:PER-638; 05-26-2011)
(State only)
(Applies to Foreign Service and Civil Service Employees Assigned Domestically)*

Authorities include:

- (1) 5 U.S.C. 7905;
- (2) 26 U.S.C. 132; and
- (3) Government Accountability Office Letter GAO B-318325 of August 12, 2009.

3 FAM 3852 PURPOSE OF PROGRAM

*(CT:PER-638; 05-26-2011)
(State only)
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The purpose of the Bicycle Reimbursement Program is to reduce traffic congestion and pollution, as well as to promote wellness among Federal employees, by encouraging employees to use pedaled (nonmotorized) bicycles as their primary means of commuting to and from work. The program is intended to assist an employee in the purchase, repair, and/or maintenance of a nonmotorized bicycle that the employee uses as a primary means of commuting to and from work.

3 FAM 3853 MAXIMUM VALUE OF THE BICYCLE REIMBURSEMENT

(CT:PER-638; 05-26-2011)

(State only)

(Applies to Foreign Service and Civil Service Employees Assigned Domestically)

The available subsidy for bicycle reimbursement is calculated on a monthly basis. The maximum amount an employee may claim for reimbursement is measured by the number of months in a given year that the employee qualifies for the program. A “qualified bicycle commuting month” is a month in which an employee regularly uses a bicycle for a substantial portion of the travel between the employee’s residence and place of employment, and in which the employee does not receive other transit benefits as defined in 3 FAM 3855, paragraph c. The maximum amount an employee can receive as a tax-free benefit is set by legislation, and equals the monthly subsidy amount multiplied by the number of qualified bicycle commuting months the employee has in a given year. The current amount is posted by the Office of Employee Relations (HR/ER) on the Bicycle Reimbursement Program informational Web site.

3 FAM 3854 MANAGEMENT OF THE BICYCLE REIMBURSEMENT PROGRAM

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Reimbursement for qualifying expenses through the Bicycle Reimbursement Program are processed by the RM/EX Budget Office. The RM/EX Budget Office makes payments directly to program participants based on claims for reimbursement submitted by members of the program. Additional information can be found on the Bureau of Personnel’s Office of Employee Relations Work/Life Division (HR/ER/WLD) informational Web site for this program.

3 FAM 3855 PROGRAM ELIGIBILITY

(CT:PER-638; 05-26-2011)

(State only)

(Applies to Foreign Service and Civil Service Employees Assigned Domestically)

- a. **All** employees must be serving in domestic assignments of at least 16 weeks in length to participate in the Bicycle Reimbursement Program. Eligible employees include:
 - (1) All direct-hire employees (including part-time employees) serving in domestic assignments;
 - (2) When actually employed (WAE) employees;
 - (3) Presidential management fellows (PMFs);
 - (4) Student employment program (STEP) employees;
 - (5) Paid co-ops and paid stay-in-schools;
 - (6) Pre-assignment center (PACs) individuals, who are not receiving per diem;
 - (7) Paid interns; and
 - (8) Unpaid interns, unpaid fellows, and unpaid volunteers.
- b. The following employees are **not** eligible to participate in the Bicycle Reimbursement Program:
 - (1) Contractors (e.g., personal service contractors (PSCs) and nonpersonal service contractors (NPSCs));
 - (2) Employees who are not Department of State employees;
 - (3) Employees serving in a domestic assignment (or in the United States on temporary duty) for periods of fewer than 16 consecutive weeks;
 - (4) Employees who are on detail to the Department of State from other agencies; and
 - (5) Employees who are receiving any other types of funds from the Department of State that are authorized for local travel, reimbursement, per diem, or credit.
- c. Employees otherwise eligible to participate in the program may **not** receive any bicycle subsidy for any calendar month in which the employee:

- (1) Participates in the Transit Subsidy Program or receives a transit subsidy;
- (2) Has received or possesses a subsidized parking permit from the State Department, except for vanpool operators; or
- (3) Has received any other types of funds including reimbursement, per diem, or credit, from the Department of State that are authorized for local travel.

3 FAM 3856 REIMBURSEMENT CLAIM PROCESSES, PAYMENT, TRANSFER OF REIMBURSEMENT, AND PROGRAM TERMINATION

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(State only)

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- a. To be eligible for reimbursement, employees must certify that they have complied with the Bicycle Reimbursement Program conditions, including certification that the minimum requirements on bicycle use are met. To receive payment for eligible expenses, an employee must submit Form SF-1164, Claim for Reimbursement for Expenditures on Official Business, in accordance with instructions found on the program Web site. For more information on reimbursement procedures and program requirements, see the program Web site.
- b. Reimbursements may be processed only up to the subsidy amount an employee has accrued in a given year; employees may be reimbursed only up to the maximum amount for those months in a given year in which the employee has already satisfied program requirements. Reimbursements may not be made using subsidy amounts expected for program participation in future months.
- c. Employees may not claim reimbursement for expenses incurred in months in which the employee did not meet the requirements of the program, including that the employee commuted to and from work by bicycle on a regular basis. Reimbursements may not be claimed for partial month participation. An employee must not submit claims for reimbursement for expenses incurred in months when the employee was not commuting via bicycle for a minimum of 60 percent of time in his or

her commute to the office; has applied for the Transit Subsidy Program; has joined a car pool; or is receiving per diem or any other type of reimbursement for commuting-related expenses.

- d. Employees who fail to comply with the terms and conditions of the program and/or submit false certifications or claims for reimbursement may be subject to agency disciplinary action up to and including dismissal. Such employees may also be subject to civil penalty action or criminal prosecution under 18 U.S.C. 1001.

3 FAM 3857 ADDITIONAL INFORMATION

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(State only)

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Additional program information and guidance can be obtained by contacting the program via email on Bicycle-Transportation-Reimbursement@state.gov.

3 FAM 3858 AND 3859 UNASSIGNED